



Job title: HR Coordinator

Job description

Overview:

The HR Administrator will oversee all aspects of human resources practices and processes. The HR Administrator is the first point of contact for all employee-related issues. The HR Administrator duties include but are not limited to managing activities such as employee relations, performance management, employee onboarding, training & development, talent management, job creation and design with guidance from the administration team and assisting the recruitment team with all Provider recruiting processes, Payroll processing and benefit administration.

The HR Administrator is integral to the business success of SICHC, and our employees are our most important assets.

As the HR Administrator you will be an essential part of a team to ensure we have a happy and productive workforce. It will be your responsibility to help all employees understand and implement the established mission and objectives of SICHC.

Promoting corporate values, compliance and shaping and promoting a positive culture is a vital aspect of a successful HR department.

Responsibilities:

- Maintain employee records according to policy and legal requirements for OIG compliance.
- Payroll Processing (ADP).
- Ensure legal compliance throughout human resource management.
- Review and renew company policies and legal compliance.
- Manage internal HR databases and employee directory.
- Review and distribute company policies in digital formats or hard copies.
- Collaborate with recruitment team, Managers and Administrative team to post job ads on the SICHC careers page, add postings in ADP and all other career pages and process incoming resumes, coordinate interviews with managers or position supervisors.
- Manage the HR telephone calls and address queries accordingly.
- Prepare reports and presentations for internal communications with the administrative team and the BOD as needed.
- Provide orientations for new employees by sharing onboarding packages and explaining company policies.

- Onboarding and orientation planning, developing position orientation schedules with direct supervisor and onboarding team to be given to new employees on the day of orientation.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital; Attend recruitment events/ booths regularly.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Nurture a positive working environment and manage employee recognition program.
- Oversee and Support managers with employee performance reviews, pay rate increase notifications, performance improvement plans, corrective actions, and terminations.
- Maintain pay plan and benefits program.
- Coordinate open enrollment for benefit plans, Benefit enrollment changes for employees, Review and approve monthly benefit invoices Notification and enrollment of new hires in benefit plans.
- Process COBRA administration and Unemployment claims.
- Assess training needs to apply and monitor training programs.
- Report to Administrative Team and provide decision support through HR metrics. Stay interviews/Exit interviews and turnover rate reporting .
- Enrollment of new providers in Malpractice coverage.
- Communicate with SICHC credentialing staff to ensure the receipt of all needed documents.
- Any other duties determined necessary by the Administrative Team.

Requirements and skills:

- Proven working experience as HR Manager or other experience equal to the responsibilities of this position.
- Team-oriented and results driven.
- Excellent active listening, negotiation, and presentation skills incorporating professionalism and leadership skills.
- Competence to build and effectively manage interpersonal relationships at all levels of SICHC.
- Thorough knowledge of common office equipment (copier, fax, printer, scanner, etc.).
- Excellent oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Strong analytical skills, strategic thinking, attention to detail, and problem-solving skills.
- Ability to work independently and as a team member.

Qualifications

- Proven work experience as an HR Administrator, HR Administrative Assistant, or relevant role.
- Experience with HR software, like HRIS or HRMS.
- Computer literacy -in particular, Microsoft Office Suite (Word, Excel, PowerPoint & Teams).
- Thorough knowledge of labor laws.
- Excellent organizational skills, with an ability to prioritize important projects daily tasks.
- Strong phone, email, and interpersonal communication skills.

- Associate's degree in human resources or relevant field, equivalent experience could be considered.
- In-depth knowledge of labor law and HR best practices.

Additional Information

- **Work Environment:** Office setting. May require occasional travel for training or company events.
- **Reporting Structure:** Reports to the Operations Director.
- **Salary:** Salary is based upon candidate experience and qualifications, as well as market and business considerations.
- **Location:** [Paoli, Indiana] (Possibility of remote work after training).
- **Employment Type:** Full-time.
- **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Physical Demands/Working Conditions:

General office/clinic conditions are pleasant; good, clean working conditions where accidents and hazards are negligible: require short periods of moderate lifting, pushing, or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

Application Instructions: Please submit an SICHC employment application, your resume and a cover letter outlining your qualifications and experience to: info@sichc.org